

Town of Amherst



Request for Proposals Congregational Church Steeple Painting Department of Public Works

Bid # 08-22

February 18, 2022

By Eric M. Slosek, Interim DPW Director

At a meeting held October 4, 1770, the town voted to build a meetinghouse for public worship and to set the same upon the most convenient place on the training field, in said town and make it seventy-five feet in length and forty-five feet in width.

On March 14, 1832, the town voted to sell the meetinghouse at auction, with several restrictions two of which were,

- The town reserved the right to use the house for all town meetings, for so long a time as they might wish to use it for that purpose. And
- The town reserved the bell, clocks, and belfry or tower, the purchaser to have the right to pass and repass through the west doors, as now used, also the right to ring the bell for funerals, public worship, and other public occasions, without expense to the town.

The building is a center piece of the historic Amherst village and is listed on the National Register; **attention to detail is paramount.**

Under no circumstances will anything (men or equipment) be placed on the slate roof of the church.

The Town of Amherst is inviting proposals for scraping (as needed), painting, and minor repairs of the town owned clock & bell tower, and steeple, located on top of the Congregational Church building. The church painted their portion of the building last year.

Bidding Documents may be obtained, at no charge, from the DPW Office, 22 Dodge Rd, Amherst, NH 03031.

Review of project can be by appointment with the Director of Public Works or his designee, 603-673-2317.

Bids will be received at the Town Administrator's Office, Town Offices, Amherst, NH until 11AM on Wednesday, March 30, 2022. Shortly thereafter, bids will be publicly opened and read aloud in any available office or conference Room at the Town Offices, Main Street, Amherst, NH. Award will be by the Board of Selectmen at a regular board meeting.

Bids in excess of \$25,000 must be accompanied by a BID SECURITY, payable to the Town of Amherst, in the amount of FIVE HUNDRED DOLLARS (\$500.00)

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

AGREEMENT

This AGREEMENT is made _____, 2022, BETWEEN the Owner: Town of Amherst
and the Contractor: _____ for the
following Project:

Maintenance and Painting of (town owned) Congregational Church Steeple.

The Owner and Contractor agree as follows:

ARTICLE I THE CONTRACT DOCUMENTS

The contractor shall complete the Work described in the Contract Documents for the project.
The Contract documents consist of:

- 1) Invitation to Bid.
- 2) Contractor's Proposal.
- 3) Any issued addenda.
- 4) Performance-Payment Security.
- 5) General Provisions, Attachment A, dated February 18, 2022.
- 6) Specifications, Attachment B, dated February 18, 2022.
- 7) This agreement signed by the Owner and the Contractor.
- 8) Written change orders or orders for minor changes in the Work issued after execution of this Agreement.

ARTICLE II DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION DATE

The date of commencement shall be on or after July 1, 2022. The Contractor shall complete the Work not later than October 14, 2022, subject to adjustment by Change Order.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

ARTICLE III CONTRACT SUM

Subject to additions and deductions by Change Order, the Contract Sum is:

\$ _____
(Words)

\$ _____
(Numerals)

ARTICLE IV PAYMENT

Based on the Contractor's Application for Payment for complete work, certified by the Owner or the Owner's Agent, the Owner shall pay the Contractor as follows:

1. Submittals shall be for completed work only.
2. Submittals shall be for no more than two times in any calendar month.
3. Work shall be certified, and payment made within 15 days.
4. Proposals greater than \$25,000.00 will require Bid, Performance, and Payment Securities. If required, Payment & Performance securities shall be in the amount of 100% of the contract. Bid Security shall be in the amount of \$500.

ARTICLE V INSURANCE

The Contractor shall provide satisfactory evidence of both Contractor's Liability and Workers Compensation Insurance (unless it is an owner/operator company with no employees).

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

Attachment A
February 18, 2022

General Provisions

1. Each bid shall be submitted in a sealed envelope clearly identified with the Bidder's name and marked "Town of Amherst Bid # 08-22 Steeple Painting" and will be received at the Town Administrator's Office, Town Offices, Amherst, NH until 11AM on Wednesday, March 30, 2022.
2. Shortly thereafter, bids will be publicly opened and read aloud from any available office or conference room, Town Hall, 2 Main Street, Amherst, NH. Bids when opened shall be irrevocable for a period of thirty (30) calendar days following bid-opening date. Following a review of the bids by staff, the Board of Selectmen will award the bid at a regular public meeting.
3. The Town expressly reserves the right to reject any or all bids as the Board of Selectmen may determine and to waive defects in form of minor irregularities where the best interest of the Town would be served.
4. The bid price shall not include Federal or State taxes. If such are applicable, the successful Bidder shall furnish the Town with the necessary tax-exempt forms in triplicate upon submission of the invoice.
5. The Bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this bid.
6. The successful Bidder shall not use the name of the Town in any advertising without first obtaining written permission from the Board of Selectmen.
7. Any change to the provisions or specifications of this Bid shall be made by written addendum issued no later than four (4) working days prior to the bid opening date. Prospective Bidders shall have complete responsibility for being aware of any and all addenda.
8. The bidder's attention is drawn to the fact that they shall observe and comply with all applicable Federal and State Laws and Regulations, Town Ordinances and the Rules and Regulations of all authorities having jurisdiction over the project, and these shall apply to the contract the same as though written out herein in full, and the Contractor shall indemnify the Town and its representatives against any claim or liability arising from or based on any such law, ordinance, rules and regulation by themselves or by their employees. The successful

Bidder shall notify the Town immediately if these bid documents are at variance with any laws or regulations.

9. The Town may make such investigations as it may deem necessary to determine the ability of the bidder to perform the services, and the bidder shall furnish the Town all such information for this purpose that the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
10. The Contractor shall secure and pay for all permits and licenses for this work in accordance with the bid documents, contract and specifications required for a complete and finished job.
11. The Contractor shall be responsible for all damage to property, or injury to persons, arising out of their actions or failure to act. They shall indemnify and hold harmless the Town from any and all demands, suits or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.
12. The bidder shall, in the employment of labor, comply with the laws of the State of New Hampshire, including but not limited to Chapter 275, RSA, as amended, "Hours of Labor", Chapter 279, RSA, as amended, "Minimum Wage Law".
13. The bidder shall take out and maintain at their own expense insurance against damages arising from injury to their employees in accordance with Chapter 281, RSA, as amended, "Worker's Compensation Acts" and from claims for damages because of bodily injury including death and for all property damages, including without limitations, damage to buildings, which might arise from and during operations under this contract, whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. The Contractor shall insure the activities of their subcontractors in their own policy, for subcontractors Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the types and amounts as herein specified. Approval of insurance by the Town shall not relieve the Liability of the Contractor there under. Certificates from the insurance companies as to the amount and type of coverage, terms of the policy, etc. shall be filed with the Selectmen's Office in single copy.

A. COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE. The Contractor shall take out and maintain during the life of this Contract the statutory Worker's Compensation and Employer's Liability Insurance for all of their employees to be engaged in work on the project under this Contract and, in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all work of the latter's employees to be engaged in such work.

B. BODILY INJURY LIABILITY AND PROPERTY DAMAGE LIABILITY. The Contractor shall take out and maintain during the life of this Contract such Bodily Injury Liability and Property Damage Liability Insurance and Automobile Bodily Injury Liability and Property Damage Liability Insurance as shall protect them and any subcontractors performing work covered by the Contract from claims for

damages for personal injury, including accidental death, as well as claims for Property Damage which may arise from operations under this Contract, whether such operations be by themselves or by the subcontractor or by anyone directly and/or indirectly employed by either of them, and the amount of insurance shall not be less than:

(1) Bodily Injury Liability Insurance, in an amount not less than Five Hundred Thousand Dollars (\$500,000) for injuries, including wrongful death to any one person and subject to the same limits for each person in an amount not less than Five Hundred Thousand Dollars (\$500,000) on account of one accident.

(2) Property Damage Insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000) for damages on account of one accident or all accidents.

C. TOWN OF AMHERST'S PROTECTIVE LIABILITY INSURANCE. The Contractor shall name the Town of Amherst as one of the insured on all policies required, except Worker's Compensation.

D. All policies and certificates of insurance shall carry a ten (10) day notice of cancellation or change in expiration and notice of such cancellation or change in expiration shall be sent to the Board of Selectmen.

14. The bidder is to submit Proposal on the attached Bid Form of Unit Prices.

15. The successful bidder shall execute and deliver the contract within ten (10) calendar days to the Town.

16. Work on this project shall commence after award of contract and not before July 1, 2022. Work shall be completed in its entirety prior to October 14, 2022.

17. The successful bidder, upon their failure or refusal to execute and deliver the Contract and security, if required, within ten (10) calendar days after they have received notice of the acceptance of their bid, shall forfeit to the Town, as liquidated damages for such failure or refusal, the security deposited with their bid.

18. The bidder will guarantee the work and materials and the work and the materials of all subcontractors for a period of one (1) year from the date of acceptance of the work by the Town and agree to leave the work in perfect order at completion. Neither the final certificate of payment nor any provision in the Contract documents shall relieve them of responsibility for negligence, or faulty materials, or workmanship within the extent and period provided by law, and upon written notice they shall remedy any defaults due thereto and pay all expenses for any damage to work resulting there from. It is hereby specifically agreed and understood that this guarantee shall not include any cause or causes other than defective work or materials. It is further understood that the Board of Selectmen shall be the final judge as to whether or not any defect is a defect in workmanship and/or materials, which is the bidder's responsibility.

19. The Contract Documents shall include but are not limited to the “Invitation to Bid”, “General Provisions”, “Specifications”, “Proposal”, “Payment Security (if required),” “Performance Security (if required),” and any issued addenda, and the final executed “Contract Agreement”.

The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the work and the terms and conditions of payment thereof.

The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.

20. A complete understanding of the conditions as they exist is required by a careful personal examination of the work at the site. The Contractor also shall examine carefully the specifications and the Contract forms of the work contemplated. The Contractor shall not, at any time after the execution of the Contract, set up any claims whatsoever based upon insufficient data or incorrectly assumed conditions, nor shall it claim any misunderstanding in regard to the nature, conditions, or character of the work to be performed under this contract, and it shall assume all risks resulting from any change in the conditions which may occur during the progress of the work.
21. The Town shall make payment on account of the Contract as follows: The Contractor shall invoice the Town for the work completed. After receipt of the Contractor’s invoice by the Town, the Town’s agent shall inspect the premises and if the work has been completed in accordance with the Contract Documents, the Town will make payment on or within fifteen (15) days of the approved amount of the invoice. Before final payment is made to the Contractor, it shall submit evidence satisfactory to the Board of Selectmen that all payrolls, material bills, and other indebtedness connected with the work have been paid.
22. After execution of the Contract, there shall be no changes in the Bid Documents except by a written amendment executed in the same manner as the Contract or by Change Order as described below:

CHANGE ORDERS:

- A. The Town, without invalidating the Contract, may order changes in the work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract sum and the Contract time being adjusted accordingly. All such changes in the work shall be executed under the applicable conditions of the Contract Documents.
- B. A change order is a written order to the Contractor signed by the Board of Selectmen and the Contractor, after execution of the Contract, authorizing a change in the work and/or an adjustment in the Contract sum and/or in the Contract time.
- C. The terms of any change order shall be mutually agreed to by the Contractor and the Board of Selectmen.

23. The entire work contemplated by the Contract shall be under the supervision of the Board of Selectmen, or their agents so designated, and all questions concerning the prosecution of the work shall be referred to and decided by them.
24. DETERMINATION AND EXTENSION OF CONTRACT TIME. It is an essential part of the Contract that the Contractor shall perform fully, entirely and in an acceptable manner, the work under Contract within the time stated in the Contract. If the Contractor finds it impossible for reasons beyond its control to complete the work within the Contract time, it shall make a written request to the Public Works Director for an extension of time setting forth the reasons which it believes will justify the granting of its request. The Contractor's plea that insufficient time was specified is not a valid reason for extension of time. If the Board of Selectmen finds that the work was delayed because of conditions beyond the control and without the fault of the Contractor, including but not limited to acts of God, utility relocations, strikes, delays in the delivery of critical materials, and work requiring specialists for whose starting time a reasonable latitude must be allowed, the Board of Selectmen may extend the time for completion in such amount as conditions justify. When extension of the Contract time is required due to delays in the delivery of critical materials, sufficient evidence must be furnished to the Town at the time the delay occurs showing that such delay results from the materials being unavailable by reason of unusual market conditions such as an industry-wide strike, natural disaster or an area-wide shortage which arises after bids are taken and which prevents the procurement of materials within the allowable time of limitations. Delays due to slow delivery from a source of supply when the required material is available elsewhere will not be considered as justification for an extension of time.

FAILURE TO COMPLETE ON TIME. For each day that any work shall remain uncompleted after the Contract time specified for completion of the work, including extensions, the fixed daily charge specified below will be deducted from any money due the Contractor, not as a penalty, but as liquidated damages. Permitting the Contractor to continue and finish the work or any part of it after the time fixed for its completion, or after the date to which the time for completion may have been extended, will in no way operate as a waiver on the part of the Town of any of its rights under the Contract. The Board of Selectmen may waive such portions of the liquidated damages as may occur after the work is in condition for safe and convenient use. The fixed, agreed liquidated damages shall be \$500.00 per day.

The Town may withhold any amount of money otherwise due the Contractor to offset such liquidated damage and the Contractor and its SURETY shall be liable to the Town for all additional liquidated damages as provided herein.

25. ASSIGNMENT. The contractor shall not assign, sublet, or transfer its interests in this agreement without written consent of the Town of Amherst.
26. In determining the successful bidder, in addition to price, the following shall be considered:
- a. The ability and skill of the bidder to perform the contract;
 - b. Whether the bidder can perform the contract promptly without delay or interference;

- c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
- d. The quality of performance of previous contracts for services.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

February 18, 2022

Payment Bond

KNOW ALL MEN BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

a _____, hereinafter called Principal
(Corporation, Partnership, or Individual)

and _____
(Name of Surety)

(Address of Surety)

Hereinafter called Surety, are held, and firmly bound unto:

**Town of Amherst
2 Main Street
Amherst, NH 03031**

Hereinafter called the Owner and unto all persons, firms, and corporations, who or which may furnish labor or materials to perform Work as described under the contract and to their successors, heirs and assigns, in the total aggregate penal sum of _____ dollars (\$ _____), in lawful money of the United States, for the payment of which sum and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain Agreement with the **OWNER**, dated the _____ day of _____ 2022, a copy of which is hereto attached and made a part hereof for:

Town of Amherst Bid # 08-22 Congregational Church Steeple Painting

NOW, THEREFORE, if the Principal shall promptly make payment to all persons, firms, and corporations furnishing materials for or performing labor in the prosecution of the **WORK** provided for in such Agreement, and any authorized extension or modifications thereof,

including all amounts due for materials, lubricants, oil, gasoline, repairs on machinery, equipment and tools, consumed or used in connection with the execution of such **WORK**, and

for all labor cost incurred in such Work including subcontractors, and to any mechanic or material man lien holder whether it acquires its lien by operation of State or Federal Law; then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, that beneficiaries or claimants hereunder shall be limited to the subcontractors, and persons, firms, and corporations having a direct contract with the PRINCIPAL or its SUBCONTRACTORS.

PROVIDED FURTHER, that the said Surety for value received hereby stipulates and agrees that no charge, extension of time, alteration or addition to the terms of the contract or to the **WORK** to be performed there under or the **SPECIFICATIONS** accompanying the same shall in any way affect its obligation on this **BOND** and it does hereby waive notice of any such change, extension of time, alterations or additions to the term of the contract or to the **WORK** or to the **SPECIFICATIONS**.

PROVIDED, FURTHER that no suit or action shall be commenced hereunder by any claimant: (a) Unless claimant, other than one having a direct contact with the Principal shall have given written notice to any two of the following: The PRINCIPAL, the OWNER, or the SURETY above named within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, starting with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the PRINCIPAL, OWNER, or SURETY, at any place where an office is regularly maintained for the transaction business, or served in any manner in which legal process may be served in the state in which the aforesaid project is located, save that such service need not be made by a public officer. (b) After the expiration of one (1) year following the date on which PRINCIPAL ceased work on said CONTRACT, it being understood, however that if any limitation embodied in the BOND is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

PROVIDED, FURTHER that it is expressly agreed that this BOND shall be deemed amended automatically and immediately, without formal and separate amendments hereto, upon amendment to the Contract not increasing the contract price more than 20 percent, so as to bind the PRINCIPAL and the SURETY to the full and faithful performance of the Contract as so amended. The term "Amendment", wherever used in this BOND and whether referring to this BOND, or the Contract Documents shall include any alteration, addition, extension, or modifications of any character whatsoever.

PROVIDED, FURTHER that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in three counterparts, each one of which shall be deemed an original, this _____ day of _____ 2022.

ATTEST:

(Principal)

By: _____
(Principal) Secretary

(SEAL)

BY: _____

(Address)

By: _____
Witness as to Principal

(Address)

(Surety)

ATTEST:

BY: _____
Attorney-in-Fact

By _____
Witness to Surety

(Address)

(Address)

NOTE: Date of **BOND** must not be prior to date of Contract.
If **CONTRACTOR** is partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing **BONDS** must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of New Hampshire.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

February 18, 2022

Performance Bond

KNOW ALL MEN BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

a _____, hereinafter called Principal
(Corporation, Partnership, or Individual)

and _____
(Name of Surety)

(Address of Surety)

Hereinafter called Surety, are held and firmly bound unto

**Town of Amherst
2 Main Street
Amherst, NH 03031**

Hereinafter called **OWNER**, in the total aggregate penal sum of _____
Dollars, \$ (_____)

In lawful money of the United States, for payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators' successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain Agreement with the **OWNER**, dated the _____ day of _____ 2022, a copy of which is hereto attached and made a part hereof for:

Town of Amherst Bid # 08-22 Congregational Church Steeple Painting

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the undertakings, covenants, terms, conditions, and agreements of said contract during the original term thereof, and any extension thereof which may be granted by the **OWNER** with or without

notice to the Surety and during the one year guaranty period, and if the Principal shall satisfy all claims and demands incurred under such contract, and shall fully indemnify and save harmless the **OWNER** from all costs and damages which it may suffer by reason of failure to do so, and shall reimburse and repay the **OWNER** all outlay and expense which the **OWNER** may incur in making good any default, then this obligation shall be void: otherwise to remain in full force and effect.

PROVIDED, that the said surety, for value received hereby stipulates and agrees that no change, extension of time, alterations or additions to the terms of the contract or to **WORK** to be performed thereunder of the specifications accompanying same shall in any way affect its obligation on this **BOND**, and it does hereby waive notice of any such change, extension of time alteration or addition to the terms of the contract or to the **WORK** or to the specifications.

PROVIDED, FURTHER, that it is expressly agreed that this **BOND** shall be deemed amended automatically and immediately, without formal and separate amendments hereto, upon amendment to the Contract not increasing the contract price more than 20 percent, so as to bind the **PRINCIPAL** and the **SURETY** to the full and faithful performance of the Contract as so amended. The term "Amendment", wherever used in this **BOND** and whether referring to this **BOND DOCUMENT**, or the **CONTRACT** shall include any alteration, addition, extension or modification of any character whatsoever.

PROVIDED, FURTHER, this instrument is executed in three counterparts, each one of which shall be deemed an original, this _____ day of _____ 2022.

ATTEST:

(Principal)

By: _____
(Principal) Secretary

(SEAL)

BY: _____

(Address)

By: _____
Witness as to Principal

(Address)

(Surety)

ATTEST:

BY: _____
Attorney-in-Fact

By _____
Witness to Surety

(Address)

(Address)

NOTE: Date of BOND must not be prior to date of Contract
If CONTRACTOR is Partnership, all partners should execute BOND

IMPORTANT: surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of New Hampshire.

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

Attachment B
February 18, 2022

The Scope of Work includes scraping (as needed), painting, and minor repairs of the Town-owned portion of the Amherst Congregational Church. Specifically, the Town-owned portion of the church to be painted is the part of the building located above the roofline of the main church building. This portion includes the clock & bell tower (including the clock face), and steeple (including weathervane), including all arches, railings, moldings, and fixtures previously painted. A more detailed description of this work is as follows:

1. As part of this project, any areas where paint is flaking or peeling will be scraped, cleaned, and re-primed with Mad Dog Dura-Prime primer and painted with two coats of high-quality Sherwin Williams Duration, Low Lustre Exterior Latex. The color is Extra White #6510-28078. This is the same brand, color, and type of paint used to paint the main building last year.
2. Check for any water or ice damage to the shield around the base of the clock tower area, repair and seal as needed prior to painting.
3. Paint the clock tower area, including clock faces, located between the main church roof and belfry area, as specified in section 1 of this attachment. The clock faces shall be painted with Sherman Williams Emerald, Satin Exterior Latex; the color is Black Forest Green. The numerals, minute markings, and clock hands shall be left as-is except that minute markings and numerals found to be canted or misaligned shall be reset to align properly.
 - a. The successful bidder will analyze the gold-colored minute markings, clock hands, and hour numerals while working on the clock face. They will determine how these components have been finished and offer a price to the Town at that time to finish said markings, clock hands, and numerals. At its option, the Town may elect to have these items finished at the agreed upon cost. If desired, this work would be added by change order.
4. Check the flashing around each of the eight columns to the belfry level to insure complete seal. Reseal as needed each column with adhesive compatible with Carlisle Adhered Roofing system. These columns were cut in February 2000. They have continued to dry but have not had attention since reconstruction. Checks in the columns themselves shall be left open to breathe. Paint only the

exterior surface of the column and take care not to fill the void of said checks with paint.

5. Check the belfry drip edge for adhesion. Repair as necessary.
6. Inspect around the belfry arches and fill any cracks with an epoxy patching compound specifically formulated for wood, similar to Abatron or Gougeon. Sand, prime, and paint entire area with two coats of same product as in Section 1 of this attachment.
7. The roof between the bell tower and lantern section is metal. Clean all joints, sand, prime, and repaint to match existing color as specified with a rust proofing oil base paint.
8. The lantern section window portion below the raised arch will be painted as specified in section 3 (same color/type as clock face) to simulate a darkened window. The muntins shall be painted as specified in section 1 of this attachment.
9. The flashing covering the lantern section is alloy coated copper roofing. Check all joints for seal.
10. In 2000, the steeple wood shingles were replaced with #1 grade Western Red Cedar four to eight inches wide. All sides at that time, were primed prior to install. Any missing or damaged shingles shall be replaced with said #1 grade Western Red Cedar shingles, four to eight inches wide, and shall be primed on all sides prior to installation. Existing and/or newly replaced shingles shall be painted as specified in section 1 of this attachment.
11. All wood portions of the steeple, including parts/sections above the cedar shingles shall be prepped and painted as specified in section 1.
12. The weathervane, including north, south, east, and west points, and copper ball, shall be sanded to a smooth surface. Apply three coats of yellow enamel to all surfaces in question. Apply 23 Karat gold leaf to all components, and burred to a brilliant shine, to finish. The black metal supporting structure of the weathervane and cardinal direction points, shall be sanded as needed and painted with a black rust-proofing oil-based paint.